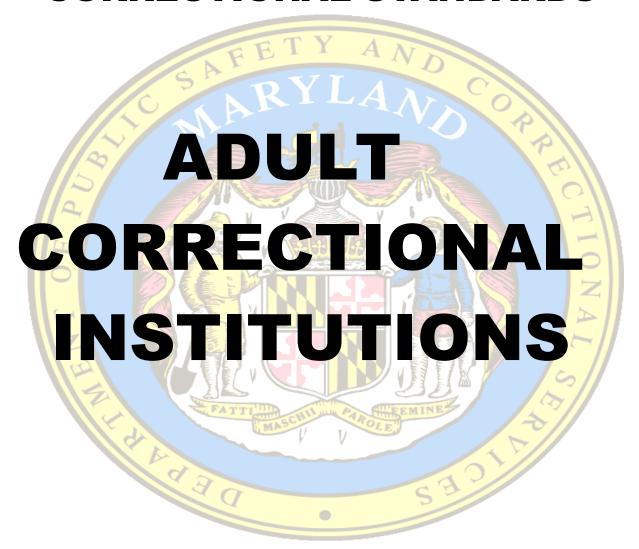
## DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES

# MARYLAND COMMISSION ON CORRECTIONAL STANDARDS



**AUDIT WORSHEETS** 

FACILITY:		AUD	IT DATES:	
.01 STANDARDS:	SECURITY AND I	NMATE CONTROL	1	
C = Compliance	NC = Noncompliance	NA = Non-applicable	H = Hold	<b>★</b> = Recommendation
A. USE OF PI	HYSICAL FORCE			
See incident repprovided	ports from	to present. Ensu	<b>re</b> medical tr	eatment offered or
B. USE OF D	EADLY FORCE	See incident	reports, if an	у
C. EMERGEN	NCY SECURITY PLANS	S		
(1) Coo	ordination - <b>See</b> letters of	coordination with respon	ding agencie	s
(2) Dut	ies/responsibilities - Que	estion staff for awareness		
(3) Alte	ernate housing - <b>Observe</b>	e in-house		
(4) Emo	ergency communications	- <b>Observe</b> radios, interco	m, phone, et	c.
(5) Des	ignated operations center	r - <b>Observe</b> on site (confe	rence room,	certain posts, etc.)
(6) Spe	cified command/control	(See Chain of Command	Listing)	
	NCY SECURITY PLANS  V Training Records)	S AWARENESS		

.01 STANDARDS: SECURITY AND INMATE CONTROL (cont'd.)
E. SECURITY EQUIPMENT
(1) Secure storage - See control center, arsenal, gun lockers, etc.
(2) A current master listing - <b>See</b> a listing that is dated
(3) Monthly inspections/inventories - <b>See</b> records from to present
(4) Authorized access - <b>See</b> list of trained staff in control center
(5) Use circumstances - <b>Observe</b> use of restraints
(6) Issue/return - See records from to present. Note condition o return
F. SECURITY EQUIPMENT TRAINING (Review training records)
G. INMATES EXERTING CONTROL
<b>Observe</b> ; <b>ensure</b> inmates are not allowed to supervise, control, exert or assume authority over other inmates while working or in areas where sensitive materials are available. <b>Note</b> : Staff/inmate interview remarks

(1)	Counts - See minimum of 1 recorded count per shift fromt present
(2)	Rounds - See records on each shift from to present
(3)	Monitoring whereabouts - <b>See</b> records of telephone checks, on site visits, third party notifications, <i>i.e.</i> , letters, pay stubs, etc. for employment whereabouts
Se	e records of staff supervision for road crews, outside inmate workers, etc.
(4)	Drug/alcohol testing - <b>See</b> urinalysis reports/results; <b>ensure</b> frequency in SOP is met
(5)	Secure/orderly movement - <b>Observe</b> movement. <b>See</b> traffic sheets, escorts and work release movement sheets, if applicable
(6)	Weekly security inspections - <b>See</b> records from to present <b>Ensure</b> facility perimeter is included

J. SEARO	CH PROCEDURES
(1	) Personnel searches - <b>See</b> records of staff searches, if any
(2	Semi-annual facility searches - <b>See</b> records from to present; <b>ensure</b> all areas of the facility are included
(3	) Searches of inmates with community access - <b>See</b> records for work release and trusties with outside access
(4	Searches of other inmates - <b>Observe</b> pat downs and use of electronic devices (metal detector/hand scanner, etc.)
(5	) Vehicle searches - <b>See</b> records
(6	Visitor searches - <b>General observation</b> and records, if any; <b>observe</b> posted rules
(7	) Inmate property protection - <b>Note</b> staff/inmate interview remarks
(8	Receipting - <b>See</b> receipts for confiscated personal property identified as returnable. <b>See</b> disciplinary reports as they may be used as a receipt.
(9	Chain of custody - <b>See</b> records from to present; <b>observe</b>

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#### .01 STANDARDS: SECURITY AND INMATE CONTROL (cont'd.)

J. SEARCH	PROCEDURES (cont'd.)							
(	(10) Body cavity sea	rches - See records,	if any					
(	(11) Strip searches - same sex	See records, if any.	Searche	s must b	e in private a	nd p	erformed	by the
(	(12) Documented	acknowledgements	of the	search	regulations	by	security	staff.

	S: SECURITY AND INMATE CONTROL (cont'd.)  CONTROL
(1)	Secure storage - See control center and other storage areas
(2)	Quarterly inspections - See records from to present.
(3)	Daily inventories - <b>See</b> records from to present
(4)	Authorized access - General observation
(5)	Issue/return - See records from to present
(6)	) Duplicates - <b>Observe</b>
(7)	Emergency and restricted keys - <b>Observe</b> keys clearly identified by color code and/or touch
(8)	Current master listing - <b>See</b> a listing that is dated

01 STANDARDS: SECURIT	TY AND INMATE CONTROL (cont'd.	.)
L. TOOL CONTROL		
(1) Secure stora	age - <b>Observe</b> areas outside inmate living	areas
(2) Quarterly in	nspections - See records from	to present
(3) Daily inven	ntories - <b>See</b> records from	to present
(4) Authorized	access - General observation	
(5) Issue/return	n - See records from	to present
(6) Current mas	ster listing - <b>See</b> a listing that is dated	
M. TRANSPORTATI	ION OF INMATES	
required mo	on/qualification/licensure - <b>See</b> records of otor vehicle licensure of a person authori MVA, as required by the Department of	ized to transport. Observe spo
(2) Security equ	uipment - General observation	
searches,	of public/staff/inmates - <b>See</b> records o vehicle safety inspections and mainters and first aid kits in all transport vehicle	tenance checks; observe fire
(4) Accident re	esponse - <b>See</b> reports, if any	

.01 STANDARDS:	SECURITY AND INMATE CONTROL (cont'd.)
N. INTAKE	PROCEDURES
(1) (	Commitment verification - See files for appropriate legal documents
(2) S	Search - See records, if any, in accordance with applicable law
(3) P	Positive identification - <b>Observe</b> photographs, fingerprint cards and registration numbers
(4) I	ntake data - See personal and general intake information
O. RELEAS	SE PROCEDURES
	dentification verification - <b>See</b> closed files for photographs, fingerprint cards and ID numbers
	Release confirmation - <b>See</b> closed files for writs, parole release orders, court orders, or release by expiration
(3) N	Notification of affected agencies/persons - <b>See</b> records, to include victim notifications.

_	ECIAL CONFINEMENT  (1) Placement/removal authority - <b>See</b> approvals by managing official/designee or qualified health care personnel
	(2) Conditions/circumstances for assignment/release - <b>See</b> records of administrative and disciplinary segregation, protective custody and medical isolation
	(3) Review procedures - <b>See</b> reviews and <b>note</b> frequency of reviews
	(4) Programs/services access - <b>See</b> records of access (visits, exercise, showers, commissary sick call, mail, etc.)
	(5) Supervision records - <b>See</b> rounds by supervisory staff

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FACILITY:		AUDIT DAT	ΓES:	
.02 STANDARDS: 1	INMATE SAFETY	Z .		
C = Compliance N	IC = Noncompliance	NA = Non-applicable	H = Hold	<b>★</b> = Recommendation
A. FIRE SAFET	TY INSPECTIONS			
<b>See</b> annual inspe intervals	ctions from	to present; ens	<b>sure</b> inspectio	ns are at 12-month
See re-inspection	as addressing corrective	e action for violations		
B. INTERNAL	FIRE SAFETY INSPE	ECTION		
See monthly insp	pection reports from	to pre	sent	
C. DISASTER	PLANS			
(1) Coor	dination - <b>See</b> correspo	ondence with responding a	gencies and o	rganizations;
(2) Dutie	es/responsibilities - <b>Qu</b>	estion staff for awareness		
(3) Evac	uation instructions – Fu	ull, partial, and medical ev	acuation add	ressing:
(a		injured individuals;		
(b	•			
(c		esponding emergency pers		
(d	are clearly marke	ected individuals to safe ar d by use of exit signs, char erstood and clearly visible	rts, arrows on	

See designated routes which are clearly marked by use of exit signs, charts, arrows on walls, floors

and/or other readily understood and clearly visible signs.

housing - <b>Observe</b> in-house and at alternate sites when the facility or portions endered uninhabitable;
fire drills during each shift which include inmates, unless their inclusion ises security - <b>See</b> records from to present, to include unless security is compromised. <b>Note</b> inmate interview remarks
evacuation plan that conforms to federal, state and local fire safety code; and
al review that includes:
building interior diagram or floor plan; marked exits; directional symbols; and location of posted evacuation diagrams

.02 STAND	ARDS: INMATE SAFETY (cont'd.)
D. I	DISASTER PLANS AWARENESS
	g records; pre/in-service training curricula; written acknowledgements for all involved staff interviews.
E. I	EMERGENCY MEDICAL SERVICES
	(1) Access to facilities/personnel - <b>See</b> contract/agreement and identify off site resources
	(2) Monthly inventories of designated/approved first aid kits - <b>See</b> at various locations. <b>See</b> records from to present. <b>See</b> documented approval for contents of first aid kits by a qualified health care person
	(3) First Aid/CPR certification requirements (handled by MCCS staff)
	See up-to-date records, duty schedule and post assignments to determine adequate coverage
F. F	ROUTINE HEALTH SERVICES
See	contract/agreement with health care provider. See schedule
See s	sick call records and note response time frame
G. 1	RECEPTION MEDICAL SCREENING
See 1	records of screenings within 24 hours of admission to an initial reception facility

.02 STANDARDS: INMATE SAFETY (cont'd.)		
H. DISPEN	SING MEDICATIONS	
(1) A	uthorized prescription initiation - <b>See</b> records of prescription origin	
ir c	Iethod for filling prescriptions - <b>See</b> agreement with a pharmacy. <b>Note</b> procedure for nitiating, filling, transferring and transporting medications (fax, courier, etc.). <b>See</b> a urrent formulary (list of approved medications). <b>Observe</b> storage of stock and/or bulk nedication	
la	ystem of packaging and labeling - <b>See</b> unit dosage, blister packs; <b>observe</b> properly beled containers with name, contents, directions, stop dates, and other vital information early indicated	
I. ADMINIS	STRATION OF MEDICATIONS	
(1) S	tanding orders/protocol - See nurses' instructions approved by a physician	
	dministration instruction to nonmedical personnel - <b>See</b> training records by a qualified ealth care provider ( <b>handled by MCCS staff</b> )	
(3) A	dministration/refusal records - See medication logs	
	ircumstances for self-medication - <b>See</b> records for insulin injection, nitroglycerin, ntments	

02 STANDARDS: INMATE SAFETY (cont'd.)		
J	. CONTROL OF MEDICATIONS	
_	(1) Secure storage - <b>See</b> safe, locked cabinet, drawer or locked closet, etc. Controlled medication must be under double lock ( <i>i.e.</i> , door and cabinet), outside inmate living and activity areas	
	(2) Specified access and use - General observation	
	(3) Disposal procedures - See records of disposal for all unused and expired medications. Records must include all persons witnessing or participating in the disposal; see return to pharmacy records. Check medications on hand for expiration dates	
_	(4) Weekly inventories of controlled substances - <b>See</b> records fromto present. <b>Perform</b> cross-check of current CDS inventory	
	(5) Incoming medication handling - <b>Discuss</b> procedure and <b>see</b> records addressing personal medication of inmates upon admission. <b>Refer</b> to auditor assigned to Inmate Property	
_	(6) Transfer/release medication handling - Policy should indicate supply given at release See records of facility and personal prescription medication given at time of release or transfer. See closed files for continuity of care forms	

02 ST	TANDARDS: INMATE SAFETY (cont'd.)
	_K. CONTROL OF MEDICAL AND DENTAL INSTRUMENTS
	(1) Secure storage - See safe, locked cabinet, drawer or locked closet, etc.
	(2) Specified access - General observation
	(3) Quarterly inspections - <b>See</b> records from to present
	(4) Weekly inventories - <b>See</b> records from to present
	(5) Disposal procedures - <b>See</b> contaminated waste containers. <b>See</b> contract with biohazard disposal company
	(6) Needle/syringe usage records - <b>See</b> records from to present
	(7) Current master listing - <b>See</b> a listing that is dated; <b>perform</b> a cross-check
	_L. MEDICAL TESTING
	<b>Note</b> inmate interview remarks

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.02 STANDARDS: INMATE SAFETY (cont'd.)
M. LICENSING/CERTIFICATION
See roster for all medical staff and verification of up-to-date credentials
N. MEDICAL JUDGEMENT
Note staff/inmate interview remarks
O. PHYSICAL EXAMINATIONS
A health appraisal is to be completed no later than 14 days following admission. <b>Random sample</b> medical files
P. PERIODIC HEALTH EXAMINATIONS
<b>See</b> medical records of physical examinations of inmates 40 years of age and older; <b>ensure</b> exams are performed by an M.D., N.P., or P.A.; <b>see</b> list of returned inmates (escapees).
Q. RELEASE MEDICAL SCREENING
<b>See</b> review by qualified health care personnel of all inmates prior to release or within 7 days thereafter. This may be documented on a continuity of care form. <b>Ensure</b> that records for inmates

released from court, paroled or mandatorily released are included in the review

.02 ST	ANDARDS: INMATE SAFETY (cont'd.)
	_R. MOSHA INSPECTIONS
	See periodic inspections from to present
	See plans of corrective action for each inspection
	_S. MENTAL HEALTH SERVICES
	<b>See</b> special housing, if any. <b>Review</b> files for treatment, supervision and referrals. <b>Note</b> inmate interview remarks
	_T. NOTIFICATION OF NEXT OF KIN
	See examples, if any, to include death, serious illness or injury of an inmate; <b>note</b> managing official/designee initiating contact with the next of kin identified by the inmate at admission

FACILITY:		AUI	DIT DATES	:
.03 STANDARD	S: INMATE FOOD S	SERVICES		
C = Compliance	NC = Noncompliance	NA = Non-applicable	H = Hold	<b>★</b> = Recommendation
A. MENU A	APPROVAL			
	pprovals from letician's registry/license	to present by a reg	gistered dieti	cian. Note name and
	ENCY OF MEALS			
	for breakfast/lunch/dinner reakfast. Times must be po	_		
C. HEALT	H INSPECTION			
	nted inspections as require icense/permit (posted)	d by the health departmen	t and records	s of corrective action.
D. DIETAF	RY HYGIENE PRACTICI	ES		
	nd washing and toilet facility giene instructions; <b>observ</b> sons)	<del>-</del>		<u> -</u>

.03 \$	03 STANDARDS: INMATE FOOD SERVICES (cont'd.)		
	E. DIETARY MEDICAL SCREENING		
	See pre-employment physical exams for dietary civilian staff, and annual medical screenings thereafter.		
	<b>See</b> staff/inmate roster. <b>See</b> inmate medical screening by qualified health care professionals before assignment and annually thereafter. <b>Ensure</b> intervals are no more than 12 months		
	F. SPECIAL DIETS		
	<b>See</b> records of initiation, provision and renewal by a qualified health care provider or the facility chaplain		
	G. USE OF FOOD AS PUNISHMENT/REWARD		
	General observation; note staff/inmate interview remarks		
	H. SUPERVISION OF FOOD SERVICES		
	See job descriptions, staff/inmate work schedules, post orders; general observation		
	I. WEEKLY DIETARY SANITATION INSPECTIONS		
	See reports from to present. Ensure food is properly stored off floor in a clean, dry area, separated from cleaning supplies. See records of corrective action		

03 STANDARDS: INMATE FOOD SERVICES (cont'd.)		
J. KITCHEN UTENSILS		
(1) Secure storage - See safe, locked cabinet or drawer, vault or locked closets. Utensils at to be stored in a manner which permits an easy determination of the presence or absence.		
(2) Daily inventories - <b>See</b> records from to present		
(3) Quarterly inspections - <b>See</b> records from to present		
(4) Issue/return - <b>See</b> records from to present		
(5) Specified access/use - <b>Observe</b> inmates with permitted specified use under the direct supervision of facility staff		
(6) Current master listing - <b>See</b> a listing that is dated		

FACILITY:	AUI	DIT DATES	:
.04 STANDARDS: INMATE HOUS	ING AND SANITATI	ON	
C = Compliance NC = Noncompliance	e NA = Non-applicable	H = Hold	<b>★</b> = Recommendation
A. TOXIC, CAUSTIC AND FLAM	MABLE MATERIALS		
(1) Secure storage - <b>See</b> area storage of materials	as outside inmate living an	nd activity a	reas. <b>Ensure</b> proper
(2) Quarterly inspections/inve	<u>-</u>	rmine condit	ion and accountability
(3) Authorized access/use - Cauthorized access	General observation; see w	vritten desig	nation of persons
(4) Issue and disposal - <b>See</b> reconformance with applica	ecords from ble federal, state and local i		Disposals must be in
B. WEEKLY FACILITY SANITAT		ons of the fo	pility and grounds are
See records fromaddressed	_ to present. <b>Ensure</b> all are	eas of the fac	cility and grounds are

.04 STANDARD	S: INMATE HOUSING AND SANITATION (cont'd.)		
C. GENI	ERAL SANITATION REQUIREMENTS		
(1	Staff/inmate duties - <b>See</b> cleaning assignments, schedule, inmate worker job descriptions; <b>general observation</b>		
(2	Quarterly vermin/pest control - <b>See</b> contract with licensed exterminator. <b>See</b> records of provisions; <b>general observation</b>		
(3	Weekly trash removal, to include the removal of paper or plastic receptacle containing soiled menstrual hygiene products; See contract, records of provision; <b>general observation</b>		
(4	Secure paper or plastic receptacle for daily disposal of soiled menstrual hygiene products; <b>general observation</b>		
D. PERS	SONAL ACCOMMODATIONS		
<b>Observe</b> adequate number of operable and accessible toilets, bathing and shower facilities; one shower per 15 inmates, or the opportunity to bathe at least three times per week; <b>observe</b> hot and cold running water. Ratio is one toilet/wash basin per 10 inmates. <b>Note</b> inmate interview remarks			
E. PERS	ONAL HYGIENE ARTICLES		
(1) <b>Se</b>	e provisions through purchase or from visitors. See commissary for supply and variety		
(2) <b>Se</b>	e special arrangements for indigent inmates from to present		
(3) <b>Se</b>	e new inmate kits, if any. Note inmate interview remarks		
	<b>e</b> provisions for no cost feminine menstrual hygiene products upon admission, routinely d upon request. <b>Note</b> inmate interview remarks		
(5) <b>Se</b>	e routine commissary access and record of inventory for menstrual hygiene products		

.04 STANDARDS: INMATE HOUSING AND SANITATION (cont'd.)		
	_F. INMATE CLOTHING	
	See records of issue/return of facility property (i. e., jumpsuits for dietary, hospital, garage, maintenance shops and vocational programs)	
	Observe clothing room for adequate supplies	
	See records for provision of clothing to indigent inmates	
	_G. INMATE BEDDING AND LINEN	
	<b>See</b> records of provisions for at least one clean sheet and mattress, and sufficient blankets for the season; wash cloths and towels, if available; if pillows are distributed, pillow cases are to be issued. <b>See</b> records of issue, return and exchange; <b>ensure</b> mattresses and pillows are fire retardant	
	_H. INMATE LAUNDRY SERVICES	
	<b>See</b> provisions by the facility (operable washers/dryers) or through contractual arrangements in the community ( <i>i.e.</i> , exchange with visitors, etc.). <b>See</b> records of exchange, laundry list, schedule. Bed linens, personal and issued clothing are to be laundered weekly	

	S: INMATE HOUSING AND SANITATION (cont'd.) TE PROPERTY MANAGEMENT
(1)	Allowable property list - <b>See</b> approved list; <b>general observation</b>
(2)	Itemized listing - <b>See</b> initial inventory records
(3)	Signatures upon confiscation/return - <b>See</b> records; <b>ensure</b> forms are complete with Inmate e/staff signatures and dates
(4)	Semi-annual inventory - <b>See</b> records from to present; includes all property (valuables) retained by the facility. <b>See</b> property room
(5)	Replacement procedures - <b>See</b> records, if any. <b>Note</b> inmate interview remarks
(6)	Disposal procedures - <b>See</b> records for disposals of abandoned property (charity donations, conversion to facility property, sold, or discarded); <b>see</b> records from to present; <b>ensure</b> time limits adhere to policy
(7)	Modification to listing - <b>See</b> inventory for additions and deletions, with appropriate signatures and dates

FACILITY:		AUDIT	DATES:	
.05 STANDARD	S: INMATE RIGHT	S		
C = Compliance	NC = Noncompliance	NA = Non-applicable	H = Hold	<b>★</b> = Recommendation
A. NONDI	SCRIMINATION			
General obs	ervation. Note inmate in	nterview remarks. <b>See</b> sta	itement in inr	nate handbook
B. PROTEC	CTION FROM ABUSE			
	l observation. Note inma – Abusive Sexual Act/Ha			
2. Acce	lity Response, ess to medical health care, ess to mental health couns			
C. LEGAL	MATTERS			
(1) C	Court access - <b>See</b> logbooks	s, traffic sheets, movemen	it sheets, etc.;	general observation
,	teference material/availab ther legal references; <b>see</b> p	•		
, ,	egal mail handling - <b>See</b> lo emarks. Legal mail is to b	•		
(4) L	egal visits availability - <b>S</b> e	ee records of visits. Obse	<b>rve</b> private an	nd confidential setting
, ,	egal calls access - <b>See</b> tele emarks	phone schedule, telephone	e log/records;	<b>note</b> inmate interview

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ANDARDS	S: INMATE RIGHTS (cont'd.)	
_D. RELIC	GIOUS PRACTICES	
See staffing	g – See available space	
See stateme	ent in inmate handbook and policy	
_E. MAIL	PRACTICES	
See schedu	ule, staffing	
See records	s of provisions to indigent inmates (postage)	
See inmate	e interview remarks	
See stateme	ent in inmate handbook and policy	
_F. INMA	TE ORIENTATION	
Policy Rev	view and ensure all elements below are addressed in the inmate handbook:	
	Emergency Plans Response	
	Classification procedures	
	Rules/regulations/disciplinary process	
	Complaint process Search practices	
	Access to case records	
	Programs/services regulated by standard	
	Sick call access	

activities schedules. See records of access

.05 STANDARDS: INMATE RIGHTS (cont'd.)	
G. CONVICTED INMATES/PROGRAM PARTICIPATION	
<b>See</b> records of participation in work release, substance abuse, basic education, facility wo assignments, etc.	rk
Note inmate interview remarks	
See statement in inmate handbook and policy	
H. REGULAR EXERCISE	
See records of opportunity to participate.	
See staffing, schedules; observe equipment and space. Note staff/inmate interview remarks	
See statement in inmate handbook and policy	
I. INTERNAL COMPLAINT SYSTEM	
<b>See</b> training records for all staff having direct contact with inmates See training records of written acknowledgements by all appropriate staff; handbook; and pre-/is service training curricula and schedules.	i <b>n</b> -
J. PERSONAL GROOMING	
General observation; note inmate interview remarks	
See provisions/availability (i.e., schedule for hair care services)	
See statement in inmate handbook and policy	

05 STANDARDS: INMATE RIGHTS (cont'd.)		
K. ACCESS TO MEDIA		
See records of access/denial		
Note rationale for denials		
Note inmate interview remarks		
See statement in inmate handbook and policy		
L. VISITATION PRACTICES		
Note inmate interview remarks		
See schedule; note records of provisions, including special visits		
Observe appropriate space, posted rules and regulations		
See statement in inmate handbook and policy		
M. GENERAL TELEPHONE USE		
See records of provisions, if any		
General observation; see schedules; note inmate interview remarks		
See statement in inmate handbook and policy		

FACILITY:		AU	DIT DATES	:
.06 STANDAR	DS: CLASSIFICATIO	ON		
C = Compliano	e NC = Noncompliance	NA = Non-applicable	H = Hold	<b>★</b> = Recommendation
A. CLAS	SIFICATION PROCESS			
(1)	Initial inmate classification to established guidelines	-	on <b>and recla</b>	ssification according
(2)	Decision-makers identific classification actions; <b>rev</b>		e facility po	ersonnel involved in
(3)	Criteria - <b>Review</b> files for assignments, programs ar		in security l	evels, housing, work
(4)	Inmate appearance - <b>Rev</b> decisions are made	<b>riew</b> files to see if inmate	es are presen	nt when classification
(5)	Routine assessment of sec	eurity and program needs		
(6)	Recorded decisions and ravarious classification form sheets, progress sheets, etc	s (initial summary, health		

.06 S	STANDARDS: CLASSIFICATION (cont'd.)
	A. CLASSIFICATION PROCESS (cont'd.)
	(7) Managing official review - <b>See</b> records of review by the managing official/designee within one week or a reasonable amount of time
	(8) Appeal process - <b>See</b> records
	B. CLASSIFICATION PROCESS AWARENESS
	See written acknowledgement by appropriate personnel of training on the classification process (Review training records)

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FACILITY:		AUDIT	Γ DATES: _	
.07 STANDARDS: I	HEARINGS			
C = Compliance NC	= Noncompliance	NA = Non-applicable	H = Hold	<b>★</b> = Recommendation
A. FORMAL D	ISCIPLINARY HEA	RING PROCESS		
(1) 96-ho	ur inmate notification	a - <b>Review</b> disciplinary rep	orts to <b>ensure</b>	e the time frame is met
if any	y; <b>ensure</b> hearing is he	earing reports noting the peld within 9 days, excludin notification of charges, u	g holidays aı	nd weekends and not
(3) Witne	esses/representatives/	evidence - <b>See</b> hearing rep	ports	
(4) Reco		rationale - See recorded	results in he	earing reports <b>noting</b>
(5) Mana forma		<b>See</b> reviews by the managing	ing official/de	esignee on appropriate
(6) Appe	al process - <b>See</b> exam	nples of appeals, if any; no	o <b>te</b> reasonabl	e response times
(7) Repor	t of all hearing decis	ions to the managing offic	cial/designee	
B. FORMAL D	SCIPLINARY HEA	RING PROCESS AWAR	ENESS	
See written acknown inmates	wledgement of the di	sciplinary process by all p	ersonnel havi	ing direct contact with

(Review training records)

FACILITY:		AUDIT DATES:	
.08 STANDARDS: ADMINISTRAT	TIVE RECORD KEEP	ING	
C = Compliance NC = Noncompliance	ce NA = Non-applicable	H = Hold	<b>★</b> = Recommendation
A. CONFIDENTIALITY OF CASE	E RECORDS		
(1) Access approval authority	y - <b>See</b> appropriate approval	ls by managir	ng official/designee
(2) Restricted/accessible info	ormation - <b>Must</b> be clear in p	policy	
(3) Release consent form - <b>R</b> appropriate signatures an		elease of info	rmation forms; <b>note</b>
(4) Recorded decisions and interview remarks	rationale - <b>See</b> records of pr	covision/deni	al; <b>note</b> staff/inmate
(5) Appeal process - See reco	ords of appeals		
B. COMPUTATION OF SENTEN	CE CREDITS		
<b>See</b> good conduct, industrial and computation using the proration char	1 1 0	e records. 1	Randomly conduct
Observe loss of good conduct and procedures	l industrial credits in accor	rdance with	written disciplinary
Note documented programs and activ	vities eligible for special pro	oject credit (p	redetermined)

08 STANDARDS	: ADMINISTRATIVE RECORD KEEPING (cont'd.)
C. MANA	GEMENT OF INMATE FUNDS
	Confiscation and receipting procedures - <b>See</b> financial records <b>noting</b> appropriate receipting practices
•	Establishment of inmate accounts - <b>Observe</b> records for financial activities (intake, commissary, reimbursement for room and board, if applicable, disbursements for fines, restitutions, inmate pay, transfer/release, etc.)
	Records of financial transactions, including victim restitution and transfers to other facilities – Note staff/inmate interview remarks
(4)	Recorded return of funds on release – See records
D. OFFIC	IAL PUBLICATIONS/ANNUAL REVIEW
	of annual review for all regulations, policies, procedures, post orders, emergency plans, handbooks, manuals, etc. from to present: <b>note</b> anniversary dates

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#### .08 STANDARDS: ADMINISTRATIVE RECORD KEEPING (cont'd.) E. CASE RECORDS (1) Secure storage outside inmate living and activity areas - **Observe** in areas free from access by unauthorized staff, inmates and the public. Storage should be reasonably safe from forced entry, fire, vermin, moisture, etc. (2) File content and order - See files for uniformity, noting standardized forms, designated contents and specification of an established format to separate particular functional areas (to include disciplinary actions, classification decisions, commitment/diminution of sentence records, medical, etc.) (3) A date and signature on all documents and entries – See formats for appropriate signatures and dates. (4) Disposal/retention schedules -See records of disposal according to the retention schedule with documentation of disposition. \_\_\_\_ (5) Transfer procedures - **See** receipts/records of transfer F. BACKGROUND CHECKS (1) See written policy (2) Review records/forms of newly hired employees' background checks G. TRAINING (1) See written policy

Review entrance level-training records/forms of newly hired employees

(2)